



Functional specification

simap project ID 218193 dated 18.03.2021

Procurement of InSAR surface motion products

In order to make these tender documents easier to read, reference will not be made to both male and female forms. The male form will be used as a gender-neutral concept and will thus include all female persons.

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Abbreviations

Term/Abbreviation	Meaning
GTC	General Terms and Conditions
FOEN	Swiss Federal Office for the Environment
PPA	Swiss Public Procurement Ordinance (SR 172.056.1)
BSE	Declaration of Operational Safety
CC WTO	armasuisse WTO Competence Centre
FOGE	Swiss Federal Office for Gender Equality
FDF	Swiss Federal Department of Finance
IAO	International Labor Organization
ILO	International Labor Organization
InSAR	Interferometric Synthetic Aperture Radar
PSP	Personal security screenings
PSPV	Ordinance on Personal Security Clearances (SR 120.4)
simap.ch	“Système d'information sur les marchés publics” – the official Swiss publication platform for public procurement
SR	Systematic collection of Swiss federal laws
swisstopo	Federal Office of Topography
DDPS	Federal Department of Defence, Civil Protection and Sport
PPO	Public Procurement Ordinance (SR 172.056.11)
APA	Swiss Federal Act on Administrative Procedure (SR 172.021)
WTO	World Trade Organisation

1. Procedures

This tender shall be carried out in an open procedure in the treaty area in accordance with the Swiss Federal Act on Public Procurement (PPA). Any company that can fulfil the set requirements in both technological and financial terms is invited to submit a bid.

There shall be no direct communication between the bidder and the requesting unit/contracting authority for the duration of the procedure. Questions may only be asked in the anonymised question forum at simap.ch.

2. Background and required performance

2.1 Start of procurement

Protecting the population and their livelihood from natural hazards is one of the central tasks of the state. Efficient prevention, preparation and intervention measures can be used to prevent or at least limit potential material damage and fatalities as a result of natural hazards. Warnings and alerts are particularly cost-effective instruments for reducing damage, as they allow emergency personnel and the population to take the prepared measures.

The Swiss Federal Office of Topography (swisstopo) therefore procures processed InSAR data to detect any changes in the terrain of the whole of Switzerland.

2.2 Objective of the invitation to tender

armasuisse is making a procurement on behalf of swisstopo. The object and objective of the invitation to tender is the procurement of processed InSAR data for the entire perimeter of Switzerland. The data provided by the Sentinel-1 SAR satellite constellation as part of the European Union's Copernicus Earth observation programme shall primarily be processed as the data basis for the Swiss-wide monitoring of surface motion. The detailed scopes of services and the requirements for the InSAR data are described in the technical specifications (Enclosure 2.0) in the tender documentation.

2.3 Required performance

The service to be rendered and provided includes:

1. The initial delivery of the processed InSAR data from Q4 2014 to 30 November 2020
2. Continuous deliveries of newly recorded and processed InSAR data
3. Supply of complementary data, reports, documentation and quality assessments.

The specifications and regulations to be adhered to are described in the technical specifications in the tender documentation (Enclosure 2.0).

2.4 Quantity structure/schedule

	Inclusion period	Due delivery date
1	Q4 2014 –30.11.2020	3 months after the signing of the contract
2	01.12.2020–30.11.2021	31.12.2021
3	01.12.2021–30.11.2022	31.12.2022
4	01.12.2022–30.11.2023	31.12.2023
5	01.12.2023–30.11.2024	31.12.2024 (optional)
6	01.12.2024–30.11.2025	31.12.2025 (optional)

The delivery intervals specified can be optionally increased by the Customer in accordance with Enclosures 2.0 and 3.1 to the tender documentation.

The Customer is not obliged to purchase the specified quantities/services each year.

The contract shall be valid for two years and five-and-a-half months, scheduled for the time period from 15 July 2021 to 31 December 2023.

The Customer has the option to extend the contract by one plus one year. There is also the possibility to exercise performance options (more frequent deliveries) according to Enclosure 3.1.

The call-off of services during the contract term is subject to the Swiss Federal Councils approving the budgets.

2.5 Place of delivery/service provision

Place of delivery is Wabern (Switzerland).

2.6 Specific requirements for the tender process

2.6.1 Obligations to cooperate of the requesting unit

Once the contract has been concluded, the Customer can provide the requesting unit, upon request, with DEM and GNSS data.

3. Eligibility criteria

The suitability criteria are described in **Enclosure 1.0**. These criteria constitute criteria for exclusion. These criteria must be fulfilled and adhered to in full and without limitation. Enclosure 1.0 must be legally signed and submitted with all of the requested evidence, otherwise the bid will be excluded from the procedure.

4. Technical specifications/performance requirements

The technical specifications/performance requirements are described in **Enclosure 2.0**. The specifications/performance requirements must be fulfilled and adhered to as requested. Enclosure 2.0 must be legally signed and where requested submitted with the corresponding evidence, otherwise the bid will be excluded from the procedure.

5. Award criteria

The award criteria are described in **Enclosure 3.0**. **Enclosure 3.1** must be used for the submission of the price information.

The individual criteria will be weighted and evaluated in accordance with Enclosure 3.0. The contract will be awarded to the bid with the highest total score.

Enclosures 3.0 and 3.1 must be legally signed and submitted with the evidence stipulated in Enclosure 3.0, otherwise the bid will be excluded from the procedure.

6. Evaluation procedure

The evaluation of the submitted bids will take place in three stages.

6.1 Formal audit

- The completeness of the bid in accordance with Section 7.5.5 of this functional specification as well as in line with the requirements set out in Enclosure 5.0 Bid structure;
 - Legally valid signatures on the requested documents in accordance with Enclosure 5.0;
 - Compliance with the prescribed structure of the bid in accordance with Enclosure 5.0.
- Only formally correct bids will be considered for further evaluation.**

6.2 Review of the suitability criteria and the technical specifications/performance requirements

- Review of the suitability criteria in accordance with Section 3 of this functional specification;
- Review of the technical specifications/performance criteria in accordance with Section 4.

Only bids that fulfil the suitability criteria and the technical specifications/performance requirements will be considered for further evaluation.

6.3 Review and evaluation of the award criteria

- The award criteria will be reviewed and evaluated in accordance with Section 5 of this functional specification.

7. Administrative matters

7.1 Client

Name Only to be opened by armasuisse CC WTO
armasuisse
Procurement and Cooperations
CC WTO

FAO "Procurement of InSAR surface motion products" project

Address Guisanplatz 1

Post code / Town CH-3003 Bern

E-mail wto@armasuisse.ch

7.2 Enquiries regarding the tender documents

If questions arise during the formation of the bid, these may only be asked using an anonymised forum entry in the question forum at simap.ch up until 23.04.2021 at the latest. A separate forum entry must be created for each question.

Answers to the questions will be provided in the question forum at simap.ch. All of the questions and answers can be viewed by all of the bidders that have obtained the tender documentation.

The bidder shall be responsible for keeping up-to-date with all of the entries in the question forum.

7.3 Bid submission

The deadline for submitting bids is 30.04.2021. The bid must be sent to the address specified in Section 7.1. The following must be observed in order to comply with the submission deadline:

a) If delivered in person to armasuisse

Should the bid be submitted in person to the armasuisse administration building lodge, Guisanplatz 1, 3003 Bern, and addressed "FAO CC WTO armasuisse", the following points must be observed:

- The bidder must submit the bid to "Arealloge Guisanplatz 1" and specify the project title (see Section 7.1). This office will forward the bid to "Rampenmanagement Guisanplatz 1".
- Submission times at the Rampenmanagement office:
Mon–Fri, 7 a.m. to midday and 1 p.m. to 3 p.m.
(bids cannot be submitted outside of these opening hours).
- The submission of the bid must be confirmed by a receipt issued by the Rampenmanagement office.

b) If submitted by post:

The definitive date is the postmark or the barcode sticker issued by the shipping provider (company franking is not considered as a postmark).

c) If delivered in person to a Swiss diplomatic mission or consular office:

The definitive date is the confirmation of receipt issued by the corresponding office. The confirmation of receipt must be sent to the e-mail address specified in Section 7.1 with the subject "Procurement of InSAR surface motion products" by the bid submission deadline at the latest.

7.4 Evaluation phases

The following steps will be taken until a decision has been made on to whom the contract is being awarded:

	Reference deadlines
Evaluation	Estimated CW 21
Award of the contract (publication on simap.ch)	Estimated CW 24

These reference deadlines are not contestable.

7.5 Important information regarding the bid

7.5.1 Structure of the bid

In the interest of a fair and swift evaluation, the bidder must adhere to the structure set out in Enclosure 5.0 "Bid structure".

7.5.2 Language of the bid

The bid shall be written in English.

7.5.3 Validity of the bid

180 days from the final deadline for the submission of the bid.

7.5.4 Signatures

The documents must be legally signed, where requested. Legally valid signatures can be provided by the persons named in the respective entry in the Swiss Commercial Register (or the equivalent authority in other countries).

In the event that the signatory is not entered in the Commercial Register with the commensurate signing authority, a corresponding power of attorney must be enclosed with the bid.

7.5.5 Number of copies/form of the bid, incl. enclosures and annexes

The bid must be completed in full, with **one** copy being provided in paper form, incl. all enclosures and annexes, and **one copy on a USB stick**, and submitted to the address specified in Section 7.1.

Please note:

- The paper copy must be bound before being submitted (in a folder, ring binder or similar – no loose sheets).
- The copy on the USB stick must be identical to the paper copy of the bid (composition, structure, signatures, etc.).
- Please save the documents on the USB stick individually and not as one file.

7.5.6 Remuneration for the preparation of the bid

The bidder shall not be entitled to any remuneration for the preparation of the bid.

7.6 Other

7.6.1 Language of the tender documentation

In the event of any objections, the English version of the tender documentation shall be considered binding.

7.6.2 Division into lots

No.

7.6.3 Variants

Not permitted.

7.6.4 Partial bids

Not permitted.

7.6.5 Conditions (sureties/collateral)

None.

7.6.6 Bidding consortium

Permitted.

If the tenderer is taking part in the tender procedure as a bidding consortium, it must name the enterprise that will be assuming overall control (incl. representation and coordination).

The tenderer must list all of the parties involved in the bidding consortium and specify their assigned roles.

Should there be a change in the overall control during the tender procedure, this change must be communicated to the contracting authority immediately in writing via the address specified in Section 7.1.

Multiple applications by bidders in bidding consortia are not permitted.

7.6.7 Subcontractors

Permitted.

If the bidder engages subcontractors to perform its services, it shall assume overall responsibility. It shall list all of the subcontractors involved, together with the roles assigned to them in the bid.

The subcontractors cannot be changed during the period from the bid submission deadline to the date on which the contract is signed.

Multiple applications by subcontractors are not permitted.

7.6.8 Shortening of deadlines

The Customer reserves the right to shorten the deadline for the submission of bids in accordance with Art. 47 PPA.

7.6.9 Procedural principles

The Customer shall award public procurement contracts for services in Switzerland only to companies that guarantee compliance with the regulations on occupational health and safety, working conditions for employees, and equal pay for men and women as set out in Enclosure 1.1.1.

7.6.10 Requirements for countries that are not party to the WTO agreement

None.

7.6.11 Confidentiality

All information and knowledge that the bidder acquires in connection with the work it carries out for this invitation to tender must be treated confidentially.

armasuisse confirms that it will treat all of the documents submitted by the bidder as part of its bid confidentially and they will only be used for business purposes within the company.

7.6.12 Correction of the bids

We reserve the right to correct bids in accordance with Art. 39 PPA. The bidder shall submit its best bid.

8. Enclosures

Enclosure 1.0:	Suitability criteria
Enclosure 1.1:	Supplier self-declaration
Enclosure 1.1.1:	Working conditions and equal pay
Enclosure 1.2:	References/proof of experience
Enclosure 2.0:	Technical specifications
Enclosure 3.0:	Award criteria
Enclosure 3.1:	Price list
Enclosure 4.0:	Framework conditions (draft contract)
Enclosure 4.1:	General terms and conditions (GTC)
Enclosure 5.0:	Bid structure